



DEPARTMENT OF THE NAVY
COMMANDER
NAVY REGIONAL MAINTENANCE CENTER
9170 SECOND STREET, SUITE 245
NORFOLK, VA 23511-2325

CNRMCINST 4855.1
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17 Jul 15

CNRMC INSTRUCTION 4855.1

From: Commander, Navy Regional Maintenance Center

Subj: PRODUCT DATA REPORTING AND EVALUATION Program (PDREP)

Ref: (a) SECNAVINST 4855.3C, Product Data Reporting and Evaluation Program (PDREP)
(b) NAVSO P-3683C, Navy and Marine Corp Product Data Reporting and Evaluation Program (PDREP) Manual
(c) SECNAVINST 4355.18A, Reporting of Supply Discrepancies
(d) DLA Regulation 4155.24 Product Quality Deficiency Reports
(e) PDREP Web Application <https://www.pdrep.csd.disa.mil/>
(f) NAVSUP P-485, Volume II CH 6 Reporting and Resolving Material Discrepancies

Encl: (1) Product Quality Deficiency Report (SF 368)
(2) Product Quality Deficiency Report Exhibit (DD Form 2332)

1. Purpose. To establish the use of the Department of the Navy's (DON) policy for providing and maintaining the Product Data Reporting and Evaluation Program (PDREP) and to ensure DON compliance with the reporting processing and management of suppliers performance information, as detailed in references (a) through (f). Enclosures (1) and (2) are provided as examples. Collection and use of past performance data in accordance to reference (e). The PDREP assists with ensuring first time quality and on-time delivery of material for both critical and non-critical applications. Installations and Logistics (I&L), Mid-Atlantic Regional Maintenance Center (MARMC), Southeast Regional Maintenance Center (SERMC), Southwest Regional Maintenance Center (SWRMC), Forward Deployed Regional Maintenance Center (FDRMC), Northwest Regional Maintenance Center (NWRMC), and Hawaii Regional Maintenance Center (HRMC), shall ensure locally identified product quality and supply discrepancy data are entered into PDREP to comply with reporting requirements.

2. Background. References (a) through (f) establish requirements for reporting collection and evaluation of supplier's performance identification information. Material and software acquisitions including inspections, deliveries, discrepancies, deficiencies, and premature failures attributable to the contractor or supplier through poor workmanship, improper material or deficient manufacturing, repair or overhaul. Reported data will be collected and used to evaluate product quality, quality trends, supplier past performance history, and to help develop preventive and/or corrective action to preclude recurrence.

3. Scope. This instruction establishes the process for MARMC, SERMC, SWRMC, NWRMC, FDRMC, and HRMC personnel who issue material and software acquisition requirements and receive and inspect materials for the command. It is applicable to product evaluation and reporting of all new, newly reworked and prematurely failed in-service material, products and software regardless of value or warranty period. PEOs, SYSCOMs, CFFC, CNO (N4) and HQMC (I&L) and their respective subordinate commands shall develop interim guidance. This includes all acquisitions including local purchases via contracts, purchase orders, and the use of Government Purchase Cards. The types of data submitted via Product Deficiency Reporting & Evaluation Program (PDREP) include, but are not limited to: Contract Award Data (CAD), Material Inspection Reports (MIRs), Supply Discrepancy Reports (SDRs) and Product Quality Deficiency Reports (PQDRs). Pre-award and Post-award data is collected and recorded through the Contractor Performance Appraisal System (CPAR) and Past Performance Information Retrieval System (PPIRS) portion of PDREP. CNRMC shall oversee the Program implementation and management. Regional Maintenance Centers (RMCs) ensure locally identified product quality and supply discrepancy data are entered into PDREP to comply with reporting requirements.

4. Responsibilities. The following responsibilities are assigned:

a. Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN (RD&A)) is the designated SECNAV PDREP authority. The ASN (RD&A), or authorized designee, shall act as the primary office of responsibility and provide guidance and policy regarding the PDREP. Conflicts between this instruction and other directives or instructions shall be adjudicated by the ASN (RD&A) or authorized designee.

b. Chief of Naval Operations (CNO) Logistics Programs and Corporate Operations Division (N41) shall serve as the resource sponsor for the PDREP.

c. Program Executive Officers (PEOs), Commanders of the Naval System Commands (SYSCOMs), Commander Fleet Forces Command (CFFC), CNO (N4) and (HQMC) (I&L) shall:

(1) Utilize the PDREP AIS to report and process the required supplier performance data per the requirements of this instruction;

(2) Ensure appropriate personnel are trained in the reporting and processing of supplier performance data;

(3) Develop or revise internal policies and procedures, as necessary, to implement the PDREP elements identified in this instruction; and

(4) Appoint a PDREP Coordinator, through the activity level, and assign responsibility for the operation and oversight of the PDREP within their respective commands. PDREP Coordinator appointments shall be reported to the NAVSEA, Supplier Product Quality Group (NAVSEA 04P) within 30 days of the issuance of this instruction and when new coordinators are assigned. Detailed responsibilities can be found in reference (a).

5. PDREP Coordinators shall:

a. Provide oversight and bi-annual evaluation of compliance with this instruction, reporting status, progress, and action recommendations to the DON PDREP Functional Manager;

b. Provide guidance and coordinate training to ensure effective and efficient program management;

c. Establish and maintain a list of contact points for the processing of supplier performance information identified in reference (a); and

d. Provide the list of contact points to the PDREP Functional Manager within 30 days of the issuance of this instruction or when changes in personnel occur.

6. NAVSEA (04P) serves as the DON PDREP Functional Manager, supports the ASN (RD&A) PDREP authority and shall:

a. Provide, distribute, and maintain a procedure manual governing the implementation and execution of program requirements for this instruction;

b. Provide, maintain, and administer the DON PDREP AIS solution as a centralized database, with application capabilities for reporting, processing, collecting, storing, and sharing supplier performance information internally, as well as with other service programs, in support of the requirements for this instruction;

c. Provide controlled access to the PDREP AIS to authorized personnel for accessing supplier performance information;

d. Coordinate the use of the PDREP and the PDREP AIS per this instruction;

e. Manage the PDREP, ensure coordination and resolution of changes to reference (a), and elevate any changes that are not resolvable at the Echelon 2 level to the ASN (RD&A);

f. Serve as the DON Functional Manager for the PDREP in support of the ASN (RD&A), PEOs, SYSCOMs, CFFC, CNO (N4), and (HQMC) (I&L, LPC - 2) and their subordinate commands;

g. Develop, revise, and coordinate DON internal policies and procedures, as necessary, to implement the PDREP elements identified in this instruction;

7. Commander Navy Regional Maintenance Center (CNRMC) will task RMCs with the following:

a. Administer the PDREP Program and appoint a PDREP Coordinator.

b. PDREP Coordinator will:

(1) Coordinate the PDREP program implementation.

(2) Serve as the point of contact to address all issues concerning PDREP.

(3) Develop, issue and maintain the command policy for PDREP.

(4) Brief command leadership on PDREP status, as needed.

(5) Ensure appropriate personnel are trained to implement PDREP.

(6) Maintain quarterly metrics generated from PDREP data, including but not limited to the quantity of items recorded within PDREP.

c. RMC Fleet Logistic Center will:

(1) Designate a primary and alternate department PDREP Representative to ensure PDREP items for Intermediate level material are properly processed (Depot level material processed by Code).

(2) Code's Receiving material and conducting Receiving Inspection in accordance with Navy Supply Systems Command procedures, will enter any applicable acceptance data into PDREP after contacting the MARMC, SERMC, SWRMC, FDRMC, HRMC and end-user for material turnover (for non-Technical Receipt Inspection material).

(3) Initiate a Supply Discrepancy Report within PDREP for non-technical discrepancies discovered upon initial receipt and notify the requesting department. If quality deficiencies are discovered after the material is turned over to the end-user, a technical representative from the Receiving Department will assist appointed Code (for I-level material) and (for D-level material) to complete the necessary PDREP record in accordance with references (a) and (b).

d. RMC Contracting Department will:

(1) Designate departmental PDREP representatives as needed. To process PDREP items for Government Furnished Depot Level material.

(2) Review and enter past performance data into PDREP on perspective sources.

(3) Enter CAD for suppliers that are awarded material contracts/purchase orders.

(4) Conduct pre-award and post-award surveys within the PPIRS portion of PDREP.

(5) Submit copies of any action taken within PDREP to the overall PDREP Coordinator or designated code personnel.

e. RMC Production Department and RMC Engineering Department will:

(1) Designate a primary and alternate department PDREP Representative to serve as the liaison to PDREP Coordinator and conduct Technical Report Inspections (TRI).

(2) Convert TRI into a MIR within PDREP.

(3) Initiate a PQDR if material fails to meet requirements by filling out and turning in enclosure (1) to the PDREP Coordinator within two business days of identifying the deficiency for entry into the PDREP database.

(4) Physically complete and hang enclosure (2) on any deficient material.

f. RMC Waterfront Operations will:

(1) Designate a primary and alternate department PDREP Representative to serve as the liaison to RMC's PDREP Coordinator and conduct TRIs.

(2) Convert TRI into a MIR within PDREP.

(3) Inspect material for acceptability and receive a Contractor Furnished Report (CFR) identifying any defective material found during inspection. The CFR will be converted to a PQDR within the PDREP System by the department representative.

(4) Physically complete and hang enclosure (1) on any deficient material.

(5) Initiate a PQDR if material fails to meet requirements by filling out and turning in enclosure (2) to RMC's Coordinator within two business days of identifying the deficiency for entry into the PDREP database.


W. J. GALINIS

Distribution: MARMC; SERMC; SWRMC; FDRMC; HRMC; NWRMC

DO NOT DETACH THIS STUB ON COPIES FORWARDED TO SCREENING AND ACTION POINTS (Carbon paper not required to complete this side)					
PRODUCT QUALITY DEFICIENCY REPORT			<input type="checkbox"/> CATEGORY I	<input type="checkbox"/> CATEGORY II	
1a FROM (Originator) USS JOHN PAUL JONES (DDG-32) FPO AP 96672-0001			2a TO (Screening point) COMMANDER (CODE 05614) NAVAL INVENTORY CONTROL POINT 5450 CARLISLE PIKE, PO BOX 2020 MECHANICSBURG PA 17055-0788		
1b NAME TELEPHONE NO AND SIGNATURE		1c DATE 7/28/2005	2b NAME TELEPHONE NO AND SIGNATURE		2c DATE
3 REPORT CONTROL NO R52192-05-0038	4 DATE DEFICIENCY DISCOVERED 7/13/2005	5 NATIONAL STOCK NO (NSN) [H] 3120-01-340-3311	6 NOMENCLATURE BEARING SLEEVE		
7a MANUFACTURER/CITY/STATE IMO Industries, Inc., Trenton NJ		7b MFRS CODE 15330	7c SHIPPER/CITY/STATE N/A		8 MFRS PART NO S2M07JA
9 SERIAL/LOT/BATCH NO	10a CONTRACT NO N00104-02-C-0155	10b PURCHASE ORDER NO	10c REQUISITION NO	10d OBL NO	
11 ITEM <input checked="" type="checkbox"/> NEW <input type="checkbox"/> REPAIRED/OVERHAULED	12 DATE RECD MFRD, REPAIRED, OR OVERHAULED	13 OPERATING TIME AT FAILURE		14 GOVERNMENT FURNISHED MATERIAL <input type="checkbox"/> YES <input type="checkbox"/> NO	
15 QUANTITY	a RECEIVED 6	b INSPECTED 6	c DEFICIENT 6	d IN STOCK NONE	
18 DEFICIENT ITEM WORKS ON/MTH	a END ITEM (Aircraft, motor, etc.)	(1) TYPE/MODEL/SERIES MAIN FEED BOOSTER PUMP TURBINE			(2) SERIAL NO. N/A
	b NEXT HIGHER ASSEMBLY	(1) NATIONAL STOCK NO (NSN) UNKNOWN	(2) NOMENCLATURE FEEDWATER SYS	(3) PART NO N/A	(4) SERIAL NO N/A
17 UNIT COST S 126 17 AY	18 ESTIMATED REPAIR COST	19a ITEM UNDER WARRANTY UN KNOWN <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> KNOWN		19b EXPIRATION DATE	
20 WORK UNIT CODE/EIC (Navy and Air Force Only) F30P000					
21 ACTION/DISPOSITION <input type="checkbox"/> HOLDING EXHIBIT FOR ___ DAYS <input type="checkbox"/> RELEASED FOR INVESTIGATION <input type="checkbox"/> RETURNED TO STOCK <input type="checkbox"/> DISPOSED OF <input type="checkbox"/> REPAIRED <input checked="" type="checkbox"/> OTHER (Explain in Item 22)					
22 DETAILS (Describe to best ability what is wrong, how and why occurs, times prior to difficulty, description of difficulty, cause, action taken, including disposition, recommendations. Attach copies of supporting documents. Continue on separate sheet if necessary.) Block 21: Material to be held until disposition received Bearings are scratched and have deep gouges. Use would burn rotor shaft causing shaft to drop out of alignment resulting in possible personnel casualties. Requisition No. R52192-5181-A720. Point of contact: LT J L Garner, 5C, USN					
23 LOCATION OF DEFICIENT MATERIAL					
24a TO (Action Point) one)			25a TO (Support Point) (use Items 25 and 26 if more than one)		
24b NAME, TELEPHONE NO AND SIGNATURE		24c DATE	25b NAME, TELEPHONE NO AND SIGNATURE		25c DATE
26a TO (Support Point)			27a TO (Support Point)		
26b NAME, TELEPHONE NO AND SIGNATURE		26c DATE	27b NAME, TELEPHONE NO AND SIGNATURE		27c DATE
358-102 NSN 7540-00-133-9541			STANDARD FORM 368 (REV 10-85) GENERAL SERVICES ADMINISTRATION (FPMR 101-26.6)		

PRODUCT QUALITY DEFICIENCY REPORT EXHIBIT

1. REPORT CONTROL NUMBER	2. DATE (YYYYMMDD)	3. ORIGINATING ACTIVITY	
4. NSN	5. PART NO.	6. SERIAL/ LOT/ BATCH NO.	
7. CONTRACT NO	8. QTY RECEIVED	9. QTY DEFICIENT	10. ITEM DESCRIPTION
11. COMPLAINT NARRATIVE - WHAT IS WRONG (Continue on back if necessary)			
12. NAME (Last, First, Middle Initial)		13. TELEPHONE (Include Area Code)	
14. SCREENING POINT/DEPOT			
15. DATE EXHIBIT RELEASED (YYYYMMDD)		16. EXHIBIT RELEASED TO	

DD Form 2332, JAN 1999

PREVIOUS EDITION MAY BE USED

WHS/DIOR, Jan 99